

# *Yuba County*



## Community Development Director



# The County Of Yuba Is Seeking A Community Development Director

## UNIQUE OPPORTUNITY

Yuba County seeks a creative, sophisticated and service-oriented development professional as its new Community Development Director.

## ABOUT YUBA COUNTY

Yuba County is situated in the Northern Sacramento Valley, approximately 40 miles north of Sacramento, California's State Capital. The County covers 639 square miles and its boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierra Nevada Mountains. Yuba County is one of the original 27 counties established by the California State Legislature in 1850. The County is home to a growing population of 66,000 people who live in the incorporated cities of Marysville (the county seat) and Wheatland, and the communities of Linda, Olivehurst, Loma Rica, Smartsville,

Visit the Yuba County website at:  
[www.co.yuba.ca.us](http://www.co.yuba.ca.us)

Brownsville, Dobbins, Challenge, Browns Valley, Oregon House, Rackerby, Strawberry Valley, Beale Air Force Base, and Camptonville. The County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas. While the area remains largely agricultural, there is also rapid growth occurring throughout the County. New residents are drawn to the quality of life of the area, which includes a widely diverse cultural community and the strategic location of Beale Air Force Base. The County is strategically located just two hours away from San Francisco and Lake Tahoe, and is known as the gateway to the historic Mother Lode Country.

### Recreational Activities

In Yuba County, there is something for everyone. The lakes and streams offer plenty of water sports for residents and visitors. Water skiers and wind surfers zig zag across wakes, while swimmers stay closer to shore. Deep pools in the Yuba River and at the base of Beale Falls test more adventuresome swimmers and divers. Nearby waterways teem with fish and waterfowl. The Yuba, Feather and Sacramento Rivers offer trout, salmon and steelhead fishing. Bass, brown trout and kokanee populate mountain lakes, and nearby snow-fed streams issue a challenge to the avid fly fisherman and outdoorsman. You can get a different view of Yuba County from horseback. River bottom trails and country back-roads are ideal for horseback riding.

Yuba County was home to the world's fastest aircraft—the sleek SR-71 (decommissioned 1990). The record-breaking "Blackbirds" can be seen at Beale Air Force Base's annual "Guest Day." Chinese New Year is celebrated in Marysville with a festival honoring Bok Kai, the Chinese God of Water. Brightly colored wind chimes announce the approach of the century-old Bok Kai Festival. Hundreds of Chinese complete the pilgrimage to Marysville to worship at the secluded Bok Kai temple, located behind the Silver Dollar Saloon on First Street.

## COUNTY GOVERNMENT

Yuba County government has a FY 05-06 budget of \$144 million and 1,068 full-time employees. It has a proud tradition of being a stable local government bolstered by a forward-looking Board of Supervisors who are elected by district for four-year terms on an alternating basis. In addition to the Board of Supervisors, the following officials are directly elected:

- Assessor
- Treasurer
- Auditor – Controller
- Sheriff
- District Attorney
- Clerk

Appointed department heads who report directly to the Board of Supervisors include:

- Agricultural Commissioner/Sealer of Weights and Measures
- County Counsel
- Library Director

Appointed department heads who report to the Chief Administrative Officer include:

- Director of Administrative Services
- Director of Community Development
- Director of Child Support Services
- Director of Human Services
- Public Guardian
- Director of Personnel/Risk Management
- Public Works Director

## COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is an integrated department that includes Building Inspection, Code Enforcement, Environmental Health, Housing and Community Services, and Planning. The Department oversees the areas of Land Use Planning, Building Inspection, Subdivision Map Act, Environmental Review, Code Enforcement, Planning, and other developmental issues. The new Director will oversee a Community Development executive team that includes an Assistant Director, Administrative Services Officer, five division Managers (Supervising Code Enforcement Officer, Housing and Community Services Manager, Environmental Health Director, Chief Building Official, and Planning Manager), and an Administrative Assistant. Department resources include a staff of 72 allocated positions and an operating budget of \$9.8 million.

### Mission Statement

*Yuba County shall promote quality and diverse employment and shall pursue financial health and well being of our local economy for all residents by leveraging and strengthening economic development partnerships, opportunities, and resources.*





## Yuba County's Vision

*Yuba County provides quality and diverse employment opportunities for residents by leveraging economic development resources, promoting a balance between residential, commercial, and industrial development setting high standards for achieving quality of life for county residents, and displaying responsibility for environmental concerns.*

The Community Development Department is a high profile department within the county structure responsible for assisting consumers who wish to develop properties in accordance with existing laws, rules and regulations governing the use and development of land. As part of this process, the Department works closely with a number of stakeholders including various commissions, public constituencies, the Board of Supervisors, and other county departments and agencies in the development review and approval process.

Upon assuming his/her new position, the new Community Development Director will oversee the day-to-day operations of the organization and address the following departmental priorities:

- Growth – Yuba County is experiencing change as development is altering the environment in what used to be a primarily rural/agricultural county. The assessed valuation in Yuba County has increased 26 percent from 2004 to 2005, primarily due to new housing sales. Population growth is expected to continue as the County remains an attractive location for retirees and people commuting to Sacramento, Roseville and even the Bay Area. This provides for new and exciting challenges for the Community Development Department and an opportunity for the new Director to be innovative and creative as the County faces new horizons. Of particular emphasis will be formulating standards and processes for development in this environment of rapid growth, including an efficient, streamlined process to allow the Building Division to keep up with increasing demands. Integrating the transportation plan with development plans given this rapid growth environment is of the utmost importance.
- Staff Development – A number of vacancies exist within the Department. The new Director will be tasked with hiring his/her own staff (including a new Assistant Director) to further strengthen the Community Development Department team. The training and development of the staff will be a top priority.
- Ensure that the Department is organized and structured for optimum performance and service, and that staff has the sufficient knowledge, tools and resources to be successful.
- Build effective working relationships with key internal and external stakeholders, including the Community Development Department management team, other county departments (Public Works, Assessor's Office, Clerk-Recorder), the Board of Supervisors, Planning Commission, special districts (Fire, Utility, Levee), the Cities of Marysville and Wheatland, and other members of the planning and development community.
- Conduct a General Plan update involving the community at large to insure future development is consistent with community values and sound planning principles.

- Economic Development – Identify areas in the General Plan for manufacturing, retail and office space allowing for expanding economic development opportunities as the County seeks to create more job prospects for its residents.
- Continue working with neighboring Sutter County on the "Natural Communities Conservation Plan", a joint effort designed to develop a plan for the future environmentally-sensitive development of the two counties, including a focus on the preservation of agricultural lands and open space.
- Further development of the Community Development Department Website as a source of information and access for the Department's customers.
- Identification, creation and preservation of low and moderate income housing.

## THE POSITION

Appointed by and reporting to the County Chief Administrative Officer, the Director plans, organizes, coordinates, and directs the overall programs and activities of the Community Development Department. The Director confers with, advises and makes recommendations to the CAO's office and the Board of Supervisors regarding all land use and development policies, strategies, programs, and funding. The new Director should bring with him/her skills in the following areas:

- The ability to plan, direct and supervise the activities of a large and diverse department.
- Finely-tuned interpersonal skills – able to effectively communicate and interact with all levels of personnel within the organization. At times this may involve stressful or confrontational situations that will require tact, clear communication, persuasion, and negotiating skills along with political sensitivity.
- An active approach to establishing and maintaining cooperative working relationships with a variety of stakeholders including community organizations, boards and commissions, regulatory agencies, other county departments, and the general public.
- The ability to analyze complex technical and administrative issues, evaluating alternative solutions and adopting an effective course of action.
- Administrative principles and methods including goal setting, program and budget development and implementation, and employee supervision.
- Written and oral communication skills – the ability to effectively evaluate and transmit information and instructions to all functioning levels of the County, private and public agencies and the general public. Presentation abilities are essential – the new Director must be able to tailor the message appropriately to the level of audience being addressed.
- A commitment to staff development – as a number of vacancies exist in the Department, the new Director will be expected to work with the County's Personnel Department on recruiting and succession planning.

## THE IDEAL CANDIDATE

The ideal candidate is a creative, sophisticated and service-oriented development professional who has outstanding leadership and interpersonal skills, and possesses well-rounded experience in planning and development services. Desirable candidates will have a proven track record of effectively leading change, improving customer service and



building mutually productive relationships with a wide variety of stakeholders and interest groups. A history of demonstrating a commitment to staff development and empowerment will also be considered favorably. The County seeks candidates who are proactive and forward thinking with the ability to effectively bring about organizational change as the Department deals with the challenges of a growing and changing county. While a technical background in planning/development is expected, strong management and leadership skills are of the utmost importance.

Specific requirements are as follows:

#### Experience and Education

Planning and development professionals with a Bachelor's degree (Master's degree is preferred) in Planning, Community Development, Engineering, Architecture, Business Administration, Public

Administration, or closely related field and at least four years of public sector experience in planning, zoning and related community development activities, including at least two years at a senior level managerial, administrative or supervisory position performing duties in planning, organizing and directing agency functions is required. Knowledge of CEQA (California Environmental Quality Act) compliance is expected. Candidates experienced in public administration, community development, environmental protection or relevant field will be considered favorably.

#### Management Style/Personal Characteristics

County officials are searching for a Director with the following additional leadership and management characteristics:

- Possesses a strong sense of ethics, both personally and professionally
- Positive, responsive and customer-oriented attitude
- Confident and comfortable in dealing with pressure coming from a variety of sources simultaneously
- Exhibits extraordinary political acumen and sophistication
- A professional who practices accountability and instills pride and confidence in staff
- Possesses extraordinary organizational skills
- Communicates with confidence, integrity and professionalism
- Superior decision maker; takes risks courageously and judiciously
- Exceptional and proven manager of people
- Displays genuine concern for staff development and quality of work life
- Possesses sound judgment and excellent intuition
- Ability to establish a collaborative working environment; develops a leadership group in the Department with a "team" approach
- Comfortable working with elected officials, community groups, stakeholder agencies, and the public
- Positive; upbeat, with a good sense of humor

## COMPENSATION AND BENEFITS

#### Salary

The starting salary for the position is **\$78,960 - \$96,024**. Actual salary will be dependent on the qualifications of the successful candidate.

The County also offers an attractive benefit program, which includes the following:

#### Retirement

- Participation in the PERS program 2% @ 55 (single highest year). Employee pays 7% contribution. The County does not participate in Social Security.

#### Leave Program

- 12 days per year for new employees
- Sick leave of 12 days per year
- 11 paid holidays per year plus two floating holidays
- Management Leave – 56 hours per fiscal year

#### Insurance

- Choice of four Health Care Plans including dental and vision care
- Life insurance of \$40,000 (county pays) – additional coverage may be purchased by employees

#### Additional Benefits

- Participation in Deferred Comp (457) Plan; Short/Long-term Disability Programs
- County-paid Employee Assistance Program for employees and their families

## APPLICATION AND SELECTION PROCEDURE

To be considered for this excellent career opportunity as Community Development Director, submit a cover letter with current salary, resume (showing years **and** months of positions held), and three work-related references by **Monday, February 27, 2006** to:



Stuart Satow  
CSAC Human Resources Advisory Services  
241 Lathrop Way  
Sacramento, California 95815  
Tel. 916 263-1610 or 916 263-1401  
Fax: 916 561-7205  
E-mail: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)  
Website: [www.cps.ca.gov/search](http://www.cps.ca.gov/search)

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CSAC HR Advisory Services will report the results to the County. The County will then select candidates to be invited to participate in interviews in Yuba County (Marysville) in early April. An offer of appointment is expected in mid to late April following extensive reference and background checks and a final interview. For additional information about this excellent opportunity, please contact Stuart Satow.

